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Application to Format Your Law Enforcement Agency's Pre- Approved In-Service Training Program to Meet POST Requirements

Last Revised 8.11.03
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Instructions



If your law enforcement agency is intending to provide training to your officers or other Missouri law enforcement officers and:

1. You want these officers to receive continuing education hours that can be used to meet their continuing education (48 hour) requirement, then:
2. The program/course must be pre-approved before the training is presented. Upon approval, POST will provide a POST Control Number that will be required before course delivery and certificate issuance.

The advantage of having your training course pre-approved by POST, is it eliminates the need for you to provide outside agencies copies of course materials (lesson plans, instructor qualifications, etc.), all you have to provide them is a certificate of course completion.

To get your training program/course approved please submit the following information (A through F) to Missouri POST, P.O. Box 749, Jefferson City, MO 65102 (allow 30 days for approval):

- A. Course/Provider Information for Training (page 1)
This form contains information on the agency/organization, Missouri's attendance policy, evaluation plan, and the total number of hours and what core curricula area the training fall's in.
- B. Instructor Record (page 2)
This form is to be filled out on each instructor that will be teaching the course.
- C. Objectives of the Course (page 3)
This form is to be used to identify the course objectives.
- D. Instructor's Lesson Plan (page 4)
A lesson plan should contain, at a minimum, all of the information covering the course objectives.
*The lesson plan should be detailed sufficiently that another instructor, with like expertise, with some preparation, could teach the course. An outline will not be accepted as a lesson plan. The course objectives must be clearly identified in the lesson plan.
- E. Source Document Information for Course (page 5)
This form is to be used to identify sources of information the instructor used to develop the course.
- F. Example of Certificate of Course Completion (page 6)
This example contains all of the information that is required of a certificate of course completion. The certificate can look different, but it **must** contain all of the components.
(Submit copy to POST)

The Training Course Requirement Checklist (page 7) should be used as a final check before sending your course to POST.

Course Attendance Sign-In sheet (page 8) is to be used to ensure proper attendance throughout the course. **A copy of the attendance sign-in sheet must be returned to the POST Program no later than two weeks after the course is held.**

If you have any questions write Missouri POST at P.O. Box 749, Jefferson City, MO 65102, call 573-751-4905, or E-mail – post@dps.state.mo.us



Application to Format Your Agency's Pre-Approved In-Service Training Program

Last Revised 8.11.03



AGENCY'S INFORMATION

Agency Name		Telephone Number ()	
Fax Number ()	Address		
City	State	Zip	
Contact Person/ Administrator		Telephone Number ()	
E-mail Address	Website		
Course Title			

Attendance Policy

To successfully complete a course used to meet the Missouri continuing education requirement an officers absence **must not** be allowed for any reason, valid or otherwise. Each individual attending this course will sign the Attendance Sign-In Sheet, (see attached example) upon arrival to the class. No attendee may sign for another individual other than himself or herself.

Individuals who do not attend the complete hours of instruction will not receive credit for this course, and the Certificate of Completion will be denied.

Evaluation Plan

Each hour of continuing education must have a minimum of 50 minutes of class time. Each hour of instruction equals to 1 hour of continuing education credit. What does the officer have to do to successfully complete this course? (check the appropriate boxes)

- ☐ Attendance & Participation
- ☐ Written Test
- ☐ Oral Test
- ☐ Practical Exercise

Total Hours of Training (indicate the number of hours in each core curricula area):

Legal Studies _____
Hours Training focuses on updates or familiarization concerning federal, state and local criminal law or legal issues.

Interpersonal Perspectives _____
Hours Training focuses on communication skills such as cultural diversity training, ethics, conflict management, victim sensitivity and stress management.

Technical Studies _____
Hours Training focuses on specialized studies or activities which directly relate to the job description, including first aid and CPR training.

Skill Development _____
Hours Training focuses on activities that develop physical skill proficiency such as defensive tactics, firearms and driver training, first aid and CPR training.

INSTRUCTOR RECORD

Instructor Information

Last Name:	First Name:	Middle Initial:
Address:	City:	State and Zip:
Phone:	Work Phone:	Pager or Mobile:
Fax Number:	E-Mail #:	

Instructor Experience

Course to be taught: _____

List expertise, education on and training that qualifies you to instruct this course. (Additional information attached)

References - who can best attest that you are qualified to teach this course (include name and address)

1st Reference	Phone #: _____
2nd Reference	Phone #: _____
3rd Reference	Phone #: _____

Instructor Attestation

I certify that all of the above is accurate to the best of my knowledge

Instructor Signature

Date

OBJECTIVES OF THE COURSE

COURSE TITLE: _____

OBJECTIVES OF COURSE: At the end of this _____ training course, the student will be
Number of Hours
able to

INSTRUCTOR'S LESSON PLAN

(A lesson plan should contain, at a minimum, all of the information covering the course objectives. The lesson plan should be detailed sufficiently that another instructor, with like expertise, with some preparation, could teach the course. An outline will not be accepted as a lesson plan. **The course objectives must be clearly identified in the lesson plan.**)

SOURCE DOCUMENT INFORMATION FOR COURSE

COURSE TITLE: _____

AUDIO-VISUAL MATERIALS USED (title, catalog number, format, year of publication):

TEXT USED (title, publisher, year of publication, pages/chapters used):

HANDOUT MATERIALS DISTRIBUTED (title, author, source, year of publication):

REFERENCES USED FOR DESIGN (title, edition, author, publisher, year of publication, pages/chapters used):

EXAMPLE

Anywhere Police/Sheriff's Department

presents to

Sgt. John Doe

a

Certificate of Completion

Of 15 hours of law enforcement continuing education for
The General Law Enforcement Course
in the area of *Legal Study 5 hours, Technical Study 5 hours,*
and

Skill Development 5 hours
held on *January 01, 2000*
Anywhere, Missouri

"The Missouri POST Program has approved this course for "In-Service Training" credit, (maximum of 24 hours per three (3) year reporting period)

POST Control Number _____."

Name of Person Responsible for
Delivery of Training

Training Course Requirement Final Checklist

Check off when completed:

1. Information for Pre-Approved In-Service Provider of Continuing Education

- ☐ Name of the Agency/Organization Providing the Training (Name & Address)
- ☐ Agency contact person's phone number.
- ☐ Attendance Policy (policy to state what the attendance is for the course. Sign-In sheets, affirmation of attendance, or the source used to prove attendance)
- ☐ Evaluation Plan (this is to state what the student has to do to successfully pass the course)
- ☐ Total hours of training in curricula area's (state the total hours in each of the four (4) core curricula area's)

2. Instructor Record

- ☐ Instructor Record (this will outline what qualifies the instructor as a "subject matter expert," training, experience, certifications, etc., that qualifies them to teach this particular course)

3. Objectives of the course

- ☐ Objectives of the course (this will state what the student will have learned at the end of the course)

4. Instructors Lesson Plan

- ☐ Lesson Plan (will state exactly what the student will be taught, should be detailed enough that someone else could teach the course, and course objectives must be clearly identified in the lesson plan)

5. Source Document

- ☐ Source Document Information (source of information used to prepare the course)

6. Certificate

- ☐ Each student is to receive a certificate/diploma that includes:
 1. Agency/Organization Name
 2. Students name
 3. Number of contact hours (total)
 4. Name of course
 5. Number of hours in core curricula areas
 6. Date and location of course
 7. The following statement must appear on the certificate/diploma: *"The Missouri POST Program has approved this course for "In-Service Training " credit, (maximum of 24 hours per three (3) year reporting period) POST Control Number _____."*
 8. Name of Person Responsible for Delivery of Training

Name of Person Reviewing Course Requirement (PRINT)

Phone #

Date of Review

COURSE ATTENDANCE SIGN-IN SHEET

Name of Course _____

Agency _____

Location _____ Date _____

Instructors Name _____ POST Control Number _____

NAME (PRINT)

SOCIAL SECURITY #

I attest that the above signatures are true, and all signed individuals were accounted for prior to beginning of instruction at _____ a.m./p.m. Instructor's Signature _____

I attest that the above signatures are true, and all signed individuals were accounted at the end of instruction at _____ a.m./p.m. Instructor's Signature _____



Application to Format Your Agency's Pre-Approved In-Service Training Program

Last Revised 1.2.02



AGENCY'S INFORMATION

Agency Name Anywhere Police/Sheriff's Department		Telephone Number (123) 456-1234	
Fax Number (123) 456-1235	Address PO Box 123		
City Anywhere	State MO	Zip 65101	
Contact Person/ Administrator Chief/Sheriff John Doe		Telephone Number (123) 456-1236	
E-mail Address chief@dps.state.mo.us	Website www.dps.state.mo.us/post		
Course Title 1999 Peace Officer Standards and Training (POST) Program Update			

Attendance Policy

To successfully complete a course used to meet the Missouri continuing education requirement an officers absence **must not** be allowed for any reason, valid or otherwise. Each individual attending this course will sign the Attendance Sign-In Sheet, (see attached example) upon arrival to the class. No attendee may sign for another individual other than themselves.

Individuals who do not attend the complete hours of instruction will not receive credit for this course, and the Certificate of Completion will be denied.

Evaluation Plan

Each hour of continuing education must have a minimum of 50 minutes of class time. Each hour of instruction equals to 1 hour of continuing education credit. What does the officer have to do to successfully complete this course? (check the appropriate boxes)

- ☐ Attendance & Participation
- ☐ Written Test
- ☐ Oral Test
- ☐ Practical Exercise

Total Hours of training in the 4 Core Curricula Area's:

Legal Studies

Hours

Training focuses on updates or familiarization concerning federal, state and local criminal law or legal issues.

Interpersonal Perspective

Hours

Training focuses on communication skills such as cultural diversity training, ethics, conflict management, victim sensitivity and stress management.

Technical Studies 1
Hours

Training focuses on specialized studies or activities which directly relate to the job description, including first aid and CPR training.

Skill Development _____
Hours

Training focuses on activities that develop physical skill proficiency such as defensive tactics, firearms and driver training, first aid and CPR training.

INSTRUCTOR RECORD

Instructor Information

Last Name: Egbert	First Name: Chris	Middle Initial: E
Address: P.O. Box 749	City: Jefferson City	State and Zip: MO 65102
Phone: 573-874-7712	Work Phone: 573-751-4819	Pager or Mobile:
Fax Number: 573-751-5399	E-Mail #: chris@dps.state.mo.us	

Instructor Experience

Course to be taught: 1999 Peace Officer Standards and Training (POST) Program Update
List expertise, education on and training that qualifies you to instruct this course. (Additional information attached)

Graduate of 80 hours Instructor Development course, development of the continuing education Legislation (1994), managed the continuing education requirements developmental process (1995-1996), general management of the POST Commission Training Fund, overall management of the POST Program 1993 to date.

References - who can best attest that you are qualified to teach this course (include name and address)

1st Reference Phone #: 573-751-4905

Gary Kempker, Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102

2nd Reference Phone #: 573-751-4905

David Rost, Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102

3rd Reference Phone #: 573-751-0782

Ted Bruce, MO Attorney General's Office, P.O. Box 899, Jefferson City, MO 65102

Instructor Attestation

I certify that all of the above is accurate to the best of my knowledge



Instructor Signature

12-10-1999

Date

OBJECTIVES OF THE COURSE

COURSE TITLE: 1999 POST Program Update

OBJECTIVES OF COURSE: At the end of this 1 hour training course, the student
Number of Hours
will be able to

Better understand the:

1. POST Continuing Education Requirements
2. Changes to the POST Commission Training Fund
3. Proposed POST Legislation

INSTRUCTOR'S LESSON PLAN

(A lesson plan should contain, at a minimum, all of the information covering the course objectives. The lesson plan should be detailed sufficiently that another instructor, with like expertise, with some preparation, could teach the course. An outline will not be accepted as a lesson plan. **The course objectives must be clearly identified in the lesson plan.**)

INTRODUCTION

- Self introduction:

Provide students with background on instructor.

- State when breaks will occur:

Each 50 Minutes

- State how many hours of continuing education credit will be given and in what core curricula area:

1-Hours

Technical Studies

OBJECTIVES OF THE COURSE

1. POST Continuing Education Requirements
2. Changes to the POST Commission Training Fund
3. Proposed POST Legislation

TRAINING HANDOUTS

Record of Training
Continuing Education Requirement
In-service Training Requirements
Proposed POST Legislation

OFFICER REQUIREMENT FOR CONTINUING EDUCATION (Objective #1)

- All peace officers, reserve officers, and Chief Executive Officers (CEOs) certified in Missouri shall be required to have a minimum of forty-eight (48) hours of continuing education for the purpose of maintaining certification.

BREAK DOWN OF SPECIFIC HOURS

- Each officer will be required to complete a minimum of at least four hours in three of the four core curricula areas: Legal Studies, Interpersonal Perspectives and Technical Studies.

ALTERNATIVE WAYS OF OBTAINING CONTINUING EDUCATION HOURS

- All peace officers, reserve officers, and CEO's completing courses which are law enforcement related or for development of administrative skills at accredited colleges and/or universities may

- be credited for two (2) hours of Approved Provider continuing education, for each one (1) semester hours, not exceed eighteen (18) hours in each three (3) year mandated period.
- All peace officers, reserve officers, and CEO's may be credited up to two (2) hours for each one (1) hour of instruction of a course taught to officers for the purpose of meeting the continuing education requirement, not to exceed twenty-four (24) hours in each three (3) year mandated period.

CONFIRMATION THE TRAINING REQUIREMENTS HAVE BEEN MET

- In January 2000, each chief and sheriff will receive an affidavit from POST.
- The affidavit will need to be returned to POST within 30 days of receipt.
- The affidavit will need to be notarized and will confirm the officers employed or appointed have met the 48-hour requirement.
- If an officer has not met the training requirement their certification will be subject to suspension.
- It is a class B misdemeanor to be in violation of Chapter 590 RSMo.

POST COMMISSION TRAINING FUND (Objective #2)

Formula change

- Agencies that contribute less than \$500.00 shall receive a minimum distribution of \$500.00. The balance of the fund shall be distributed to participating agencies who contributed \$500.00 or more by a percentage based on the amount of an agency's contribution.
- Based on the 1998 fund balance agencies would have received 92% of their contributions.
- Changes will take effect with the 1999 distribution. Should be mad around October 1, 1999.

Ineligible Cost Items

- Old rule – Fund can be used for tuition cost only.
- New rule – Meals and lodging can be charged against the fund if the training meets the continuing education requirements.
- Old rule – Fund cannot be used to buy equipment.
- New rule – Fund can be used to buy equipment if the equipment is used in the class room.
- Old rule – Fund cannot be used for contract services.
- New rule – Fund can be used for contract services if the training meets the continuing education requirements.

PROPOSED POST LEGISLATION (Objective #3)

- All full time officers will be required to be trained.
- After Jan. 1, 2001 full-time peace officers will be required to be trained with 470 hours.

- Reserve Officers in a third class county can be trained with 120 hours and certified.
- Applicants entering a training academy will have a FBI criminal history check.
- Individuals may be denied admittance to a training academy if they have been convicted of a violation of the law.
- Law enforcement agencies will notify POST if an officer is fired because of a violation of the law.
- POST may recognize other states training for certification purposes
- Violation of the POST regulations will be a Class B misdemeanor
- Support for bill: Missouri.... Police Chiefs, Sheriffs, Deputy Sheriffs, Federation of Police Chiefs, Troopers Association, Fraternal Order of Police, and Municipal League.

CLOSING

- Answer any questions.
- Provide students with name, address and phone number.

EXAMPLE

SOURCE DOCUMENT INFORMATION FOR COURSE

COURSE: 1999 POST Program Update

AUDIO-VISUAL MATERIALS USED (title, catalog number, format, year of publication):

None

TEXT USED (title, publisher, year of publication, pages/chapters used):

None

HANDOUT MATERIALS DISTRIBUTED (title, author, source, year of publication):

All handouts were developed and produced by the Department of Public Safety. (1999)

REFERENCES USED FOR DESIGN (title, edition, author, publisher, year of publication, pages/chapters used):

Chapter 590.100 to 590.180 RSMo and Chapter 11 Code of Regulations